



WVMNSAC Meeting Minutes January 17, 2024 Zoom Meeting

Present on Zoom: Mike Vernon, Lou Scavnicky, Rich Brager, Carol Nix, Michelle Fonda, Kay Hart, Scott Warner, Steve Swank, Kieran O'Malley, Andy Dalton, & Tommy Zeitz

1. Welcome:
 - a. Mike Vernon and Michelle Fonda welcomed everyone to the Zoom session. Mike Vernon, MNSAC VP, would be leading the Zoom session for the Chair, Becky Linger who could not attend the meeting.
2. Minutes from the October 4, 2023 meeting:
 - a. Rick Brager motioned to approve the minutes from the last meeting.
 - b. Kay Hart seconded the motion.
 - c. The minutes were unanimously approved without any corrections or additions.
3. Treasurers Report:

Carol Nix reported that the MNSAC bank account balance was \$6347.75.
4. 2024 MN State Conference Committee:
 - a. The Chairperson for the annual conference is Rich Brager. The conference committee has been meeting on a regular basis to establish the schedule of speakers and to work out the logistics of the conference.
 - b. Rich Brager reported that they have recruited a good number of volunteers for the conference. Mike Vernon pointed out that it would be imperative that we make sure that all volunteers receive appropriate training for their volunteer duties. That is, those volunteers that help with the caravan field trip be trained in how to organize the caravan and those volunteers that will man the registration or presentation rooms be informed about any special needs of their duties. It was noted that the volunteers for the caravan must know how to line up the cars and explain what precautions must be observed to prevent people getting lost.
 - c. The 2024 Conference is scheduled to be held at Cacapon State Park on July 18-21.
 - d. A spreadsheet of the current Conference Classes was shared on everyone's Zoom screen and Rich Brager indicated that the scheduling of the conference presentations was nearing completion.
 - e. A copy of the current Conference Classes spreadsheet is attached to the minutes as Appendix A
 - f. Since 2024 is the 20th Anniversary of the WVMN, Rich had sent an email to all Chapter Coordinators requesting that they display a poster at the conference describing their chapter's membership, history, achievements, etc. Rich hasn't received any feedback from the Chapters.
 - g. Mike Vernon suggested that each Chapter should be specifically asked by email if they would be willing to have a Chapter Poster session. He also suggested that a specific time be scheduled during the meeting for a Poster session, probably on Saturday just

prior to dinner. The conference committee will investigate the potential of having a specific poster session.

5. 2025 Conference:

- a. Andy Dalton suggested Canaan or Blackwater Falls State Parks for the 2025 conference.
- b. Mike Vernon asked coordinators to request ideas from the membership about potential conference locations.
- c. Scott Warner set March 13, 2024 as the deadline for vote on conference site

6. Curriculum Committee Report:

- a. Mike Vernon, as the MN VP, is the Chair of the curriculum committee.
- b. The Curriculum committee has not yet met but the question that needs to be addressed are those issues associated with recertification and retaining members.
- c. There was a discussion of various incentives to help members stay certified. Rich Brager suggested the use of giving out lapel pins indicating years of service as a certified Master Naturalist. This has been done successfully in the Virginia Master Naturalist program.

It was also pointed out that some members have difficulty getting in their volunteer hours sometimes due to health issues.

- d. Kieran O'Malley explained that our mission is to train people to teach.
- e. Mike Vernon asked for volunteers to be on the Curriculum Committee and Kay Hart, Tommy Zeitz & Lou Scavnicky offered to help on the committee.

7. Master Naturalist Manual:

- a. The committee discussed the problems associated with making printed copies of the Master Naturalist manual.
- b. Michelle Fonda stated that the DNR can no longer provides printed manuals due to expense. The cost per manual exceeds the \$60 that is now being charged. Tommy Zietz and Mike Vernon both indicated that the manual was an exceptional document and increasing the cost of buying a manual would be reasonable. Michelle also pointed out the physical mechanics of making the manual are personnel exhaustive. It now takes weeks to construct a manual and some chapters would like to have physical copies of the manual in less than a week.
- c. Mike Vernon said that some members of his chapter have suggested making trips over to the Elkins DNR headquarters to make manuals as a volunteer project.
- d. Scott Warner suggested that we research and present ideas for printing manuals at our next meeting.
- e. Mike Vernon stated that manual printing and recertification will be discussed at the next meeting of the curriculum committee.
- f. Tommy Zietz offered to help with the manual issue.

8. Bylaws Committee:

- a. Michelle Fonda is the chair of the bylaws committee and Mike Vernon is the committee Secretary.
- b. Mike Vernon stated that the bylaws committee was originally set up to establish guidelines for succession of officers. However, the committee found additional areas of concern that need to be addressed.

- c. The Bylaws committee found 8 areas of concern for change and has been meeting regularly to write up a document of proposed changes to the MNSAC bylaws.
 - d. Prior to this Zoom session, the committee sent the MNSAC members several documents outlining the proposed 8 areas of concern. The documents that were sent to the MNSAC included:
 - i. 1 WVMN Bylaws - This is a copy of our original bylaws.
 - ii. 2 Suggested Changes to MN Bylaws - This is a listing of the eight proposed bylaw changes.
 - iii. 3 WVMN Bylaws edited - This is an edited copy of the original bylaws showing the changes/additions in red.
 - iv. 4 WVMN Bylaws - This is a final copy of the bylaws with the proposed changes/additions.
 - v. 6 Appendix G - This is a new appendix to the bylaws which defines the MN curriculum for certification.
 - e. Document 2e 'Suggested Changes to the MN Bylaws' was shared on everyone's screen at the Zoom session and Mike Vernon reviewed each section and subsection of the suggested changes.
 - f. A copy of document 2e 'Suggested Changes to the MN Bylaws' is attached to the minutes as Appendix B.
 - g. The MNSAC committee discussed each section of document 2e, and several minor changes were presented by the MNSAC committee that were immediately accepted by the MNSAC committee.
 - h. The MNSAC committee felt that section 8, which dealt with the changes to the methodology used in electing officers wasn't acceptable as written because non-members would be allowed to vote for officers. After some discussion, primarily lead by Scott Warner, it was decided that instead of having the final elections at the annual conference, that the members in May would receive an electronic ballot through the internet. Mike Vernon agreed to rewrite this proposal into the 'Suggested Bylaw Changes'.
 - i. Lou Scavanicky moved that all the bylaw changes be approved by the MNSAC committee, except for Section 8. Steve Swank seconded the motion. The motion passed unanimously.
 - j. The 2e 'Suggested Bylaw Change' documents with the newly written section 8 will be discussed and voted upon at the next meeting. If section 8 is approved, the bylaw changes will be submitted to the membership for review prior to the annual conference. These bylaw changes will then be voted on at the annual conference.
9. Scott Warner suggested extending the hours for the coming business meeting to discuss changes to the bylaws.
10. DNR assessment of Chapters
- a. Michelle Fonda requested that each chapter send her information about their chapter's status. She has not heard from each chapter yet.
 - b. Michelle hopes to visit each chapter to see how they are doing and to teach the Wild Yards Program and to educate program assessors. She hopes to find ways to stimulate statewide membership.
11. Next meeting set for March 13, 2024 10:00 AM – 2:00PM at Stonewall Visitors Center at the dam

12. Meeting Adjourned at 12:15PM

Minutes were collected by Steve Swank, MNSAC Secretary and reviewed by Mike Vernon, MNSAC Vice President and submitted to committee on 01/2X/2024.

Appendix A

2024 Master Naturalist Conference Instructor, Trip and Tour Schedule, Arrive 7/18. Schedule: 7/19-7/21

7/19 Friday	Time	Presenter/Leader	Affiliation	Topic	Tour/Outside Component	Limit #	Room/Meet
	10:00-12:00	Paramedic	Berkeley County Fire & Ambulance	First Aid on the Trail	Cacapon	unlim	Wash/Fairfax
	10:00-12:00	Bo Bowman	Studio 214 Instructor	Yoga on the Trail	Cacapon	unlim	Pavilion/Trail
Trip	12:30-5:00		WVDNR Biologist	The Role of Beavers and walk to see them	Sleepy Creek Wildlife Man. Area	20	TRIP
Trip	12:30-5:00	Alana Harman	WVDEP	Wetland Restoration and trip to see several	Berkeley Springs area Cacapon	24	LODGE/TRIP
	1:00-4:00	Valerie Chanel	Cacapon State Park Ranger	WV Monarchs in Mexico	Center&Garden	24	Nature Center
	6:00-7:00			Dinner BBCue Chat: What are MN's doing?	Cacapon	ALL	Pavilion
	7:00-8:00	Lou Scavnicky	PVMN President				Campfire
	7:30-9:00	Dr. Sheldon Owen	WVU Extension	Bat Chat	Nature Center	unlim	Pavilion
	8:00-9:00	Mary Lynn Robinson	PVMN	Fox in the Hen House	Cacapon	unlim	Wash/Fairfax
7/20 Saturday							
	6:00-7:00	Roy Boyle	PVMN	Birding	Cacapon	unlim	South Patio
	7:00-9:00	Breakfast					
Trip	9:00-4:00	Maria Parsini/Mark Madison	NCTC and PVMN	Rita's Meadow & NCTC Archives Museum	Shepherdstown	24	TRIP
	9:00-12:00	Dr. Sheldon Owen	WVU Extension	Maps & Orienteering	Cacapon	18	Lodge/Trail
	9:00-12:00		WVDNR Biologist	Proscribed Burns & Habitat Restoration	Cacapon	30	Lodge
	9:00-12:00	Herb Peddicord	WV State Forester, ret.	Old Growth Forest	Cacapon	18	Trail
	12:00-1:30			Lunch Break			
	1:30-4:30		WVDNR	Wildyard Certification	Cacapon	24	Lodge
	1:30-4:30	Dale Kirchner	PVMN	History of Cacapon State Park and CC	Cacapon	18	Lodge/Trail

	1:30-4:30		WVDNR Biologist	Timber Harvest & Successional Habitat	Cacapon	24	Lodge
	6:00-7:00			Dinner	Cacapon	All	Wash/Fairfax
	7:00-8:00	Rebecca Linger	WV MN President	Meeting	Cacapon	All	Wash/Fairfax
	8:00-9:30	Nancy Lawson	Author, Maryland MN Dale Kirchner or Park Ranger	The Humane Gardener	Cacapon	All	Wash/Fairfax
	9:30-10:30			Full Moon Walk	Cacapon	unlim	Cacapon Trail
7/21 Sunday							
	6:00-7:00	Roy Boyle	PVMN	Birding	Cacapon	unlim	South Patio
	7:00-9:00			Breakfast			
	9:00-12:00	Allen Miller	Cacapon Park Ranger	Cacapon Geology & Fossil Finding	Cacapon, Center and Trail	24	Nature Center
	9:00-12:00	Garrett Oursler	WVU & Berkeley Backyard	Native Seed Collection, Storage & Propagation	Cacapon	18	Lodge/Trail
	9:00-12:00	Jeff Feldman	Shepherd Univ.	Panel Discussion	Cacapon	unlim	Wash/Fairfax
			Shepherd U	How we can help our communities & nature			
			WVDNR				
			Cacapon State Park				
			PVAS				
			WVDEP				
			Capon Institute				
			Nature Conservancy				
			NCTC				
			WV River Riders				
			Monarch Alliance				
Possibles	Dr. Yong-Lak Park		WVU at Davis, Entomology	"Bug Bomb: Insects to Kill Invasives			
			WVDNR	Urban Critters			
				FISH			
				????????????????			
Trip				Astronomy	Morgan County Observatory		

Appendix B



Master Naturalist Program

Proposed Changes to the WV MNSAC Bylaws

WVSAC Bylaws Committee 2024

1. To ensure the continuity of the WV Master Naturalist State Advisory Committee (MNSAC), which is the governance body of the WV Master Naturalist (MN) Program, the section(s) of the Bylaws that describe the MN officers and how they are elected are being amended. The following proposed changes have been added to the bylaws:
 - a. At the completion of the last term of the MNSAC Chairperson, the MNSAC Chairperson will become the 'Recent Past Chairperson' for a 2-year term. This will be an official position that has the duty of attending the MNSAC meetings and being the Chair of the nomination committee. If the recent past chairperson isn't available or doesn't want to serve, the MNSAC Vice-Chairperson will become the nomination Chair. The Recent Past Chairperson will not be a voting member of the MNSAC. (Article I, Section B2)
 - b. The term of office for the position of Treasurer has been changed to an unlimited term since this position benefits from continuity. To prevent any misuse of power, the Treasurer must give an annual report to the MNSAC at their first quarterly meeting and a report must be given at the Members' meeting. Additionally, all large purchases must be approved by the MNSAC Chair. (Article I, B2)
 - c. If an officer resigns prior to the end of their term, they must give a three month notice to the MNSAC and the current MNSAC Chairperson will select an interim replacement. (Article I, Section B2)
 - d. The duties of the MNSAC officers were clarified and the duties of the two DNR MNSAC officers were added to the bylaws. (Article I, Section B2)
 - e. If the MNSAC Chair resigns or can no longer serve, the Vice-Chair will become the Chair for the remainder of the term. The next MNSAC chair will be elected during the next election cycle.

(Article I, Section B2)

- f. The two Member at Large positions will be considered as officer positions with duties that are now described in the bylaws. (Article I, Section B2)
 - g. Some sections of the officers' descriptions were redundant and so they were reduced to being stated only once. (i.e., that we can use a non-MNSAC member as an officer candidate) (Article I, Section B2)
 - h. The nominations for officers will be initially solicited by email by the nomination committee in January, February, and March. Nominations will be closed on April 1st and the list of nominees will be sent to the membership by the MNSAC Chairperson in May and just prior to the annual MN conference. As stated in the original bylaws, additional nominations can be made at the State Convention. (Article I, Section B3)
 - i. The member that makes an officer nomination must give the nomination committee the nominee's name, email address plus a short paragraph about their nominee's qualifications. They must also confirm that the nominee is willing to serve and has read the duties of the office they seek. (Article I, Section B3)
 - j. In the past, the elected officers were preferentially selected from only past and present MNSAC members who were former chapter coordinators. This very much limited the potential pool of officer candidates. However, there was a recent change to the bylaws that indicated that if there isn't a nominee from this group, then any certified member can be nominated. Basically, all certified members are eligible for nomination as an officer of the MNSAC. The bylaws are being amended to indicate that all certified members are eligible for MNSAC offices, but that preference is given for MNSAC service. DNR members of the MNSAC are not eligible for nomination as an MNSAC officer. (Article I, B3).
- 2. There was no information about the formation and use of MN committees. The establishment and duties of 'Standing' & 'ad hoc' committees have been added to the bylaws. (Article I, Section C)
 - 3. There is very little information about the governance of each chapter. A listing of the chapter officers and of their duties has been written. It is recognized that some small chapters may not be able to fill all chapter officer positions, so the bylaws now allow one individual to hold more than one office. (Article V, Section A)
 - 4. Currently, the leader of the chapter has been labelled as the Chapter Coordinator. This term does not make sense since the chapter Coordinator does much more than coordinate and since no other national MN chapter seems to use this term. So, the title of the leader of the MN chapter has been changed from chapter Coordinator to chapter President. (Article V, Section A)
 - 5. The statement concerning the prohibition of using the MN name to promote political views was confusing and was rewritten. Prohibition of promoting religious views in the MN name has also been added to the bylaws. (Article V, Section B & Article IV, Section A6)
 - 6. The membership of the chapter advisory members and their duties were not clearly detailed in the bylaws. This information has been added to the bylaws. (Article V, Section C)

7. The coursework requirements for MN certification are not stated in the bylaws since these requirements may be changed frequently by the curriculum committee, therefore, an appendix (Appendix G) was added that described the MN certification process as it is outlined on the WV Master Naturalist website. (Article V, Section D & Appendix G)
8. Currently, the acceptance of bylaw amendments requires passage by ‘two-thirds vote of the members that constitute a quorum’. The intent and mode of execution of this bylaw is confusing. The suggested change to the bylaws will require a two-thirds vote from the certified members at the Members Meeting during the state conference. Those individuals that cannot attend the state conference, can submit by email or mail their vote to the MNSAC Chair. (Article VIII, Section D)

Bylaw committee members:

Michelle Fonda, Chairperson, WVDNR State MN Program Coordinator
Mike Vernon, Secretary, Monongahela Chapter Coordinator
Gregory Phillips, DNR representative
Rick Brager, Potomac Valley Co-Chapter Coordinator
Kay Hart, Tygart Valley Chapter Coordinator
Lou Scavnicky, Potomac Valley Co-Chapter Coordinator

The MNSAC Bylaws Committee compiled and reviewed the above suggested changes to the Master Naturalist bylaws. On 01/11/2024, the committee unanimously accepted these bylaw changes and sent these bylaw changes to the MNSAC for reviewed. On XX/XX/XXXX the MNSAC accepted these bylaw changes and submitted them to the MN membership for approval.

Date of last correction: *01/11/2024*